ADMINISTRATIVE - INTERNAL USE ONLY

OCR

Assistant Director, OCR   15 August 1963

CIA Records Administration Officer

Designation of OCR/LY Copies of OO Information Reports as Record Copies

1. Information reports produced by Contact Division and Foreign Documents Division have been evaluated as permanent records of CIA by the National Archives and Records Service. The records control schedules of these Divisions provide for the permanent retention of a hard copy of each report as a record copy, and these are periodically retired to the Records Center.

2. Microfilm copies of these same reports are retained by OCR/LY and a duplicate film copy is retired to the Records Center for permanent retention. Non-microfilmable reports and reports with attachments are retained in hard copy and these are retired to the Center.

3. Both OO/CD and OO/FDD are satisfied that the microfilm copies retired by OCR are adequate substitutes for the hard copies. They are now requesting revisions of their records control schedules that would permit destruction of Division hard copy files and designate the OCR microfilm and hard copies as Agency record copies.✱

4. I am prepared to approve these revisions because they will eliminate duplication of holdings in the Records Center and release approximately 500 cubic feet of storage space. Attached are copies of the proposed schedule revisions requested by CD and FDD. I will appreciate your concurrence in designating as record copies the OCR film and hard copy collection of these reports.

STAT

Attachment

Concurrence: _____

_____
(Date)

✱ 19 Aug 1963
I concurred in addition of
one sentence here at request
of [ ] He will send
a copy for our file.
fgh

RAO/DDS/ [ ] pam (14 Aug '63)

Distribution:
 Orig & 1 - addressee

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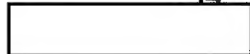
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